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9 April 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 24-53

SUBJECT: Preparation of Staff Studies, Memoranda, and Other Correspondence

Recently
1. Several papers prepared by members of this Office ~~recently~~ have been returned with notations to the effect that it was necessary for the receiving Office to rewrite or retype the paper before sending it on to higher authority because of its poor appearance, use of incorrect grammar, misspelling, etc.

2. A paper which makes a poor appearance tends to create an unfavorable attitude toward the paper's substantive content, regardless of its intrinsic merit. All written material prepared in the Personnel Office should be reviewed carefully for style and general appearance as well as substantive content. This includes such details as correct spelling and use of punctuation, proper grammar, neat ^(at inferably no) erasures, etc. No paper leaving this Office should be in a condition ^{such} that a receiving Office feels ~~that~~ it must be retyped before ^{sending it} it is sent forward.

must
3. In order to improve the quality of our work, the following points should be given special attention by those engaged in writing or typing activity:

If erasures must be made, they
a. ~~All erasures~~ should be made neatly and the typewriter carriage correctly aligned before any retyping is done. If erasures cannot be made neatly or if an excessive number of erasures occur on one page, that particular page should be retyped.

b. The dictionary should be consulted if any doubt arises as to the correct spelling of any word.

c. Questions concerning grammar, syntax, punctuation, etc. should be checked carefully.

d. The section on definitions in the back of the Correspondence Manual should be employed as an aid to the correct usage of certain words.

4. Except as provided in paragraph 5, below, only those copies retained within the Personnel Office of correspondence forwarded to other Agency components will bear identification initials, i.e., the originating Personnel Office component, writer, secretary, and date prepared.

Copies intended for other Agency components will not show this information.
5. With respect to correspondence prepared ~~and concurred in~~ for the signature of the Director or Deputy Director of Central Intelligence, one of the two copies of such correspondence forwarded for retention by their offices will bear the signature and title of the originator and each concurring officer.

GEORGE E. MELOON
Personnel Director

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Security Information